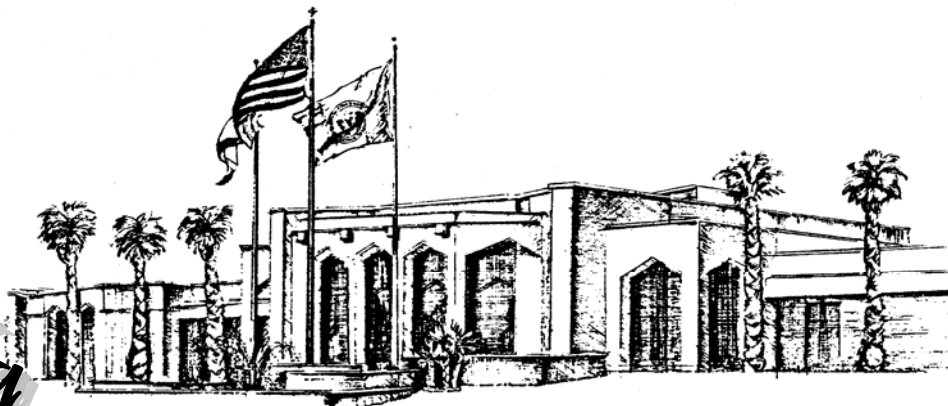


City of Loma Linda



PART-TIME
STUDENT INTERN
ENGINEERING DEPARTMENT
SALARY: \$8.83 - \$12.13/hr
Dependent on qualifications

RECRUITMENT INFORMATION

This recruitment is being held to establish an eligibility list from which the current vacancy as well as future vacancies may be filled. The current vacancy is a part-time position (approximately 20 hours per week) with no City benefits.

THE POSITION

Under direct supervision, this position will provide general assistance to the engineering department including computer data input, filing, running errands, and other duties as assigned.

QUALIFICATIONS

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combination would include high school graduation and completion of some college-level coursework in Engineering.

Knowledge, Skills, and Abilities

Working knowledge of cartographic and drafting methods, practices, and techniques; experience with AutoCAD and Excel is highly desirable; knowledge principles and practices of modern office methods, use of personal computer. Skill in the use of drafting tools. Ability to prepare and interpret maps; calculate and convert map scales; prepare and maintain accurate records; communicate effectively; understand and follow verbal and written directions; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a valid Class C California driver's license, and a satisfactory driving record.

Candidate must pass a medical examination including drug screen at time of appointment.

SELECTION PROCESS

Application packages will be evaluated by the Personnel Office to identify the applicants whose experience/education is most closely related to the stated qualifications. Those candidates whose qualifications best meet the City's needs will be invited to continue in the selection process.

HOW TO APPLY

A City application, accompanied by a recent driving record printout from the Department of Motor Vehicles, is required. Applications will be accepted until the needs of the service are met and filing may be suspended at any time.

CITY OF LOMA LINDA PERSONNEL OFFICE
www.lomalinda-ca.gov

25541 Barton Road
Loma Linda, Ca 92354

Telephone: (909) 799-2814
E-mail: bnicholson@ci.loma-linda.ca.us

EQUAL OPPORTUNITY EMPLOYER

ADDITIONAL INFORMATION

Retirement - Part time positions do not participate in Social Security, however are subject to a mandatory 3.75% deferred compensation deduction, matched by the City.

Pre-employment Physical Examination - Prior to final appointment, all persons must pass a medical examination and drug screen, paid for by the City. Some positions may require psychological testing.

Background Check - Appointees may be fingerprinted and required to pass a background investigation.

Proof of Legal Residence - Pursuant to the Immigration Reform and Control Act (IRCA) of 1986, all new hires will be required to show proof of legal residence entitling them to work in the Unites States prior to becoming an employee of the City.

Filing Applications - Completed application materials must be filed with the Personnel Office by the final filing date specified on this announcement. Mailed applications must be received by the final filing date. Separate applications must be filed for each job classification. Applications may be obtained from Loma Linda Personnel Office, 25541 Barton Road, Loma Linda, Ca 92354, or by calling (909) 799-2814.

Reasonable Accommodation - The Personnel Office will make reasonable efforts to accommodate persons with disabilities. Please advise the Personnel Office of any special needs in advance of the examination by calling (909) 799-2814.

ABOUT THE CITY

Loma Linda is a balanced blend of quality residential, industrial, and commercial developments. Residents enjoy the range of amenities for which Southern California is famous. The community offers gracious living with hillside homes that provide a panoramic view of the valleys and mountains.

Loma Linda is freeway close to beaches, mountains, ski and desert resorts. There are several colleges and universities within commuting distance of the City. Loma Linda is also the home of the world renowned Loma Linda University Medical Center.

Located in the Redlands/San Bernardino area, 60 miles east of Los Angeles, Loma Linda has a population of 22,000 and encompasses 6 square miles. The Civic Center houses City offices, the Chamber of Commerce and the San Bernardino County Branch Library.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

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Personnel Office
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